

New Hampshire Department of Education Council for Teacher Education

Roles and Responsibilities Council for Teacher Education Team Co-Chairs

Before the Visit:

- Establish dates and timelines for the site review and submission of the self study
- Meet with the Institution of Higher Education (IHE) in pre-visit meeting
- Review facilities and other logistics to be designated for the team
- Finalize the agenda for the visit
- Contribute to discussion between IHE and Department of Education (DOE) concerning the Memorandum of Understanding
- Assist the DOE in identifying potential reviewers
- Conduct reviewer training sessions
- Recommend one of the Co-Chairs to be identified as the report author/editor
- Ensure reviewers have the self study documentation and matrix required for their review

During the Visit:

- Conduct the initial team orientation meeting and reviewer training
- Continue training, as needed, throughout the visit
- Advise, consult and mentor reviewers
- Facilitate team meetings during the course of the visit
- When appropriate, serve as a liaison between the reviewer and IHE
- Remain available during visit to assist Co-Chairs, IHE and reviewers should any concerns arise
- Collect the summary findings and matrix for each endorsement
- Conduct the exit interview
- Facilitate individual reviewer's recommendations
- Facilitate final team recommendations

After the Visit:

- Write the report and recommendations in the appropriate format
- Send to reviewers for factual editing
- Send the report to the DOE
- Address any errors of fact noted by the IHE
- Present the report and team recommendations to the Council of Teacher Education (CTE)
- Serve as Co-Chair for the same IHE for any provisional and/or approval with condition reviews
- Attend State Board of Education meeting when final recommendations are presented